



## DEPARTMENT OF THE NAVY

COMMANDING OFFICER  
NAVAL SUPPORT ACTIVITY, NORFOLK  
7918 BLANDY ROAD SUITE 100  
NORFOLK, VIRGINIA 23551-2419

5100

N00

1 Jul 04

Subj: OCCUPATIONAL SAFETY AND HEALTH POLICY STATEMENT

**You** are our most valuable resource. Employee injuries result in needless pain and suffering, impair our ability to perform our mission, and adversely impact our productivity. The cost associated with the Federal Employees' Compensation Program drains vital funds from the budget. Therefore, it is the responsibility of everyone and a direct function of an aggressive and comprehensive Navy Occupational Safety and Health (NAVOSH) Program to ensure a safe and healthful working environment. Taking occupational safety and health for granted is never acceptable.

**We** must incorporate occupational safety and health into our daily decision-making process so that they become an integral part of our work habits. An effective NAVOSH Program is an all hands effort. The Regional Storefront for Safety and Occupational Health will provide technical guidance to ensure that the program functions in accordance with applicable laws, standards, and instructions. Personnel may review copies of the NAVOSH standards, records of safety and health committees and their actions and recommendations, the Hazard Communication Plan, and other occupational safety and health program documents in their local Regional Storefront for Safety and Occupational Health. Access to individual occupational health medical records is provided to employees or their representatives upon reasonable request by contacting the local Regional Branch Medical Clinic.

**Everyone** will support the Safety Program by complying with all established procedures and regulations and promptly report all on-the-job mishaps. Under no circumstance will an employee experience any form of adverse action for exercising the right to participate in the Safety Program. Supervisors will periodically review the work environment to identify and promptly correct unsafe and unhealthful work conditions. Supervisors will also ensure that their employees are aware of the hazards in their work environment and correctly apply the safety precautions for their operations.

**Our** Safety Program is an indispensable asset. I expect you to take the responsibility to make occupational safety and health our way of life. Only you can make that happen.

A handwritten signature in cursive script, reading "M A Collins", is located at the bottom right of the page.

M. A. COLLINS